

Adjutant General's Department

2/28/2012

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

<i>Open to:</i> <i>1-Present State employees of TAG Dept</i> <i>2-All State employees'</i> <i>3-Public</i>					
<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Topeka	1,2,3	Unclassified Full-time	New Environmental Scientist https://www.da.ks.gov/ps/pub/reginfo.asp?id=170972	DOFE	March 18, 2012
Topeka	1,2,3	Unclassified Full-time	New Applications Developer I – GIS https://www.da.ks.gov/ps/pub/reginfo.asp?id=170947	KDEM	Until Filled
Salina	1,2,3	Unclassified Full-time	Supply Specialist – Document Clerk https://www.da.ks.gov/ps/pub/reginfo.asp?id=170930	RSMS Salina	March 4, 2012

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

NEW Environmental Scientist **Director of Facilities Engineering - Environmental, Topeka, KS**

Requisition # 170972 – Open until March 18, 2012 – Full time, unclassified with benefits, state position, \$23.31 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m.

Job Description: Environmental Scientist - Hazardous Waste Manager: Responsible for advising on Hazardous Waste Management issues, including hazardous waste minimization, transportation, and RCRA training for the Kansas Army National Guard (KSARNG). Provides technical assistance and information to KSARNG personnel on solid and hazardous waste management procedures. Researches and recommends hazardous waste minimization strategies. Reviews and maintains appropriate laws, regulations and guidance in specialty areas. Coordinates with Department of Defense agencies, Kansas Department of Health and Environment, DOT and other State agencies as well as with State and Local emergency planning committees, contractors and consultants on hazardous materials/waste activities. Researches and provides recommendations on the testing and disposal of materials that do, or may possibly, contain hazardous waste, and coordinates the proper disposal when necessary.

Minimum and Preferred Qualifications: Requires at least 24 college credit hours in physical, biological or environmental science (or closely related field); at least two year of experience in working in the environmental field, preferably in hazardous waste management.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.

Stephanie Burdett: 785-274-1460 Marti Stadler: 274-1392 Jo Boswell: 274-1391

NOTE: On-line application and listing of **other State Vacancies** are available on the Internet, www.jobs.ks.gov

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harper@us.army.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #170972. The Adjutant General's Department is an Equal Opportunity Employer.

NEW Applications Developer I - GIS **Kansas Division of Emergency Management, Topeka, KS**

Requisition # 170947 – Open until Filled – Full time, unclassified temporary with benefits, state position, \$21.13 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. This position is open until filled but please get your applications submitted as soon as possible.

Job Description: This position functions as a GIS analyst for the department supporting a variety of entities including emergency management, homeland security and the National Guard. Primary duties include army national guard GIS support for training and land management, manage deployable GIS resources (i.e. GPS units, GPS cameras, response vehicle), general GIS data management and creation, assist in GIS documentation and training materials development, support the state emergency operations center with GIS during activations, assist local GIS personnel with emergency management and homeland security issues, serve as the state level point of contact for disaster modeling (i.e. HAZUS).

Minimum and Preferred Qualifications: Requires a minimum of an associated degree in geography or computer science or 24 academic hours in computer science, geography, cartography and or related science and math. The agency desires the applicant to have Certificates of ESRI Authorized ArcGIS Training.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

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STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

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Supply Specialist - Document Clerk **Readiness Sustainment Maintenance Site – Salina, KS**

Requisition #170930 – Closes March 4, 2012 - Full time, unclassified temporary with benefits, state position, \$12.98 per hour in Salina, Kansas. All application must be received by the closing date of 3/04/2012.

Job Description: Utilizes the RS Maintenance Site Property Records & Asset Visibility Reports to be responsible for and control all equipment received by the RS Maintenance Site. Assists the Chief Document Clerk in the accountability of all tools, equipment, and property belonging to the KS-RSMS. Maintains accountability of all Property Book items as directed by the Chief Document Clerk. Conducts periodic inventories of RSMS Property. Maintains database records to track all incoming RS Maintenance Program repair vehicles. Establishes packets for each vehicle received. Verifies the Core Vehicle Information Sheets are correct and match the receiving GBL/CBL. Must access LOGSA website to process vehicles received and being shipped in order to accurately establish ownership. Enters information into the RSMS Database, maintains information and completed DA Form 4949 as required. View only, the RS TOPS website to assure the equipment on the database has been entered into RS-TOPS program. Performs reconciliation of property and monthly inventories as directed. Maintains the Document Register to provide an audit trail for all purchases. Assist Supply personnel with Shop Stock & Bench Stock if required. Assists with completion of Local Purchase requests and tracking of those requests.

Minimum and Preferred Qualifications: Requires one year of experience in storekeeping, including receiving, inspecting, cataloging, and storing goods and maintaining inventory records. Prefer experience &/or training in operating forklifts, hand dollies & trucks. Prefer experience &/or training in using computers, databases and spreadsheets and standard office equipment. Must be able to safely lift, lower and move objects of various shapes and sizes weighing up to 40 pounds. Must be able to work on hard surfaces and in work areas that requires standing, stooping, bending and working in tiring and uncomfortable positions for extended periods of time.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

How to Apply: The application process has 4 STEPS.

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STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harper@us.army.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #170930. The Adjutant General's Department is an Equal Opportunity Employer.

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